Department of Treasury
Division of Unclaimed Property
Unclaimed Property System

1. Introduction

In an effort to standardize electronic holder reporting, Virginia has adopted the format prepared by the National Association of Unclaimed Property Administrators (NAUPA). Electronic reporting is now required for any holder having 25 or more properties to submit as unclaimed property for the report year. The following documents should help you understand the details of this requirement.

Whether holders use electronic or paper media to submit holder reports, they must comply with the Uniform Disposition of Unclaimed Property Act, §55-210 of the *Code of Virginia*.

This guide provides a holder or service agent with detailed instructions to submit an electronic holder report. These instructions are adopted from the NAUPA standard document. Holders must conform to the media standards and technical specifications explained in NAUPA Standard Electronic File Format document, as well as the delivery instructions provided .

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Please note that **before filing your first electronic report via upload to the FTP site**, you **must be assigned a log in name and password**. If this is your first report of unclaimed property, you will need to contact the Manager of the Report/Remit Department to have an initial record of your entity established as a holder before requesting the log in and password. If you have reported before, simply send an e-mail with your company name and Federal Identification Number to ucpupload@trs.virginia.gov with a request that these items be assigned.

If you are submitting your electronic report via diskette or CD, these steps are not required.
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Questions about processing and formats should be directed to Virginia's **Electronic Reporting Coordinator** at (804) 225-2393 or 1-800-468-1088.